



# Punjab Social Security Health Management Company (Owned by Govt. of the Punjab)

# CAREER OPPORTUNITIES

# 1. Chief Financial Officer (01-Post)

### Qualification:

A member of recognized body of professional accountants with at least seven years
of relevant experience in reputed national / international organization/s.

### **Experience:**

- Minimum three (3) years experience as CFO will be required.
- Experience of working in health sector or public sector will be an added advantage.

### Salary:

Negotiable upto Rs. 400,000 per month.

### Age:

Not more than 62 years on the last date of receipt of the application.

### **Job Location**

PSSHMC Head Office, Lahore

### Terms & Conditions.

- Only suitable candidate will be employed on merit and decision of PSSHMC Board / Committee will be final
- Interested applicants must apply online through website www.jobs.punjab.gov.pk upto 31-12-2022.
- Direct applications (By Hand or Through Courier) will **NOT** be entertained.
- Only shortlisted candidates shall be called for interview, who shall bring Two Sets of attested copies of all
  relevant Educational Transcripts / Degrees and Experience Certificates including CNIC, 02-Nos. passport
  size photographs alongwith original documents at the time of interview.
- No TA/DA shall be admissible to the candidates.
- Successful candidates shall be offered job against the advertised position, on contract basis, for a period of
   <u>Three Years</u> as per terms and conditions finalized by the Board of Directors of PSSHMC. The said
   <u>appointment on contract basis</u> for a specified period and on temporary basis <u>shall never be regularized</u>.
   The Board of Directors of PSSHMC and the selected candidates reserve the right to terminate the contract at
   any time after affording one month's notice or depositing one month's salary in lieu thereof.
- The Board of Directors of PSSHMC has the authority to cancel any vacancy / vacancies or the selection proceedings without assigning any reason.

### CHIEF EXECUTIVE OFFICER

PSSHMC Head Office, 30/3, E-Block, Model Town, Lahore. Ph: +92-42-35865131-33, Web: http://www.psshmc.org, Email: info@psshmc.org



# **CAREER OPPORTUNITY**

Our Client, a Karachi based company seeks to appoint experienced professional for the following role:

### MANAGER INVENTORY REPORTING & DEPOT ACCOUNTING

### **Key Responsibilities:**

The incumbent will be responsible:

- For product inventory valuation, reviewing operational gains/losses and gross profit analysis. Review quantitative monthly inventory reconciliation to identify any anomaly in inventory movement.
- Oversee accounting activities at company supply points across Pakistan. Visits to location for reviewing accounting practices in order to ensure correct stock accounting is being done.
- To provide reports/information to internal & external stakeholder /agencies as and when required to facilitate decision making, audit requirements etc.
- Explore technological advancements for process improvement to enhance department efficiency and profitability of the Company.

### **Education, Skills & Experience:**

- Qualified Chartered Accountant/ACCA/ICMA
- > The incumbent shall possess creative & critical thinking, problem solving, leadership, decision making, and analytical skills
- > The candidate should not be more than 35 years of age as of last date of submission of application
- > Possess 6-7 years professional experience, with 1-2 years of relevant experience in inventory reporting

If you have the required experience and educational qualification to take up the challenging role, you are requested to apply by **January 01, 2023** at

### http://jobs.hrs-int.com/

Only shortlisted candidates will be contacted.

www.hrs-int.com







### Use Electricity Wisely For The Prosperity Of The Country FAISALABAD ELECTRIC SUPPLY COMPANY LIMITED

## CAREER OPPORTUNITY

Faisalabad Electric Supply Company Limited (FESCO) is a leading Public utility Company dealing with the power sector and operates its business of distribution of electricity serving more than 4.9 million customers in Eight (08) Districts of Punjab namely Faisalabad, Chiniot, Sargodha, Jhang, T.T. Singh, Khushab, Mianwali & Bhakkar. FESCO is envisioned to provide reliable, affordable and safe electric power supply to its customers in its jurisdiction.

Applications are invited from energetic and enthusiast graduates to join a bright career in FESCO to fill the following positions on an open contract on Lump Sum Pay Package, initially for period of six months probation after which the contract shall be confirmed.

Ser No	Name of Posts	No of Posts	Post/ Quota		Qualification and Experience	Maximum Age
1.	Assistant Director (Accounts/ Finance)	8	Merit Punjab (Open) Punjab (Women) 1 Sindh Urban (Open) Sindh Rural (Open) Khyber Pakhtunkhwa (Open)	1 3 1 1 1 1	C.A. (Inter)/CMA (Inter)/ACMA ACCA (Member). M.Com/ MBA (Finance)/ MS (Finance)/ B.Com (Hons.) 4 years Course / BBA Finance (Hons) 4 years course/MA/MSc/ BS (Economics) 4 years OR BS / Equivalent 4 years (8 semesters Honors) degrees in relevant disciplines with 1st Division from HEC recognized University/Institute. Note:- Computer Knowledge particularly ERP/SAP is mandatory for induction.	Up to 33 years as on closing date
2.	Assistant Director (Audit)	5	Punjab (Open) Sindh Rural (Open) Khyber Pakhtunkhwa (Open)	3 1 1 1	C.A. (Inter)/CMA (Inter)/ACMA/ACCA (Member).  OR  M.Com/MBA (Finance), B.Com (Hons.) 4 years course/BBA Finance (Hons.) 4 year course OR BS/Equivalent 4 years (8 semesters Honors) degrees in relevant disciplines with 1st Division from HEC recognized University/Institute with 02 years post qualification experience in BPS-16 or equivalent thereof in Audit/Accounts of Govt. Departments/Semi Govt. Organizations/ Corporations/Autonomous Bodies or large Commercial Organizations or large Public Limited Company of repute. Note:- Computer Knowledge particularly ERP/SAP is mandatory for induction.	Up to 33 years as on closing date

### SALARY PACKAGE:

Lump Sum Package of Rs.150,000/- (Rupees One Hundred Fifty Thousand Only) per month which includes all fringe benefits perks and allowances etc. Annual Increment and Career Progression etc. shall be governed under FESCO BOD approved policy The candidates will be eligible for promotions, based on FESCO Performance Management System

### A. INSTRUCTIONS/TERMS AND CONDITIONS:

- The above appointments shall be made on contract basis and shall neither be regularized in future at any stage nor pensionable under the Government Rules.
- b) The candidates already working in Govt./ Semi Govt./ Autonomous Public Organizations may apply through proper channel alongwith NOC of thei department issued on its letter head. However, they should keep in mind that their services shall never be regularized in FESCO as per policy o
- Candidates applying against Disabled quota must attach Disability Certificate from Assessment Board for the Disabled Persons from City / District Provincial Council for Rehabilitation of Disabled Persons.
- General age relaxation has already been included in the age mentioned above. No further age relaxation is allowed in the prescribed age limit excep for candidates belonging to scheduled castes and Buddhists are allowed 3 years age relaxation and the government servants who have completed two years continuous government service on the closing date shall be allowed 10 years relaxation in upper age limit. Applicants who have domiciles of Ex-FATA, Gilgit Baltistan and Azad Jammu & Kashmir shall also be admissible for 03 years relaxation in upper age limit.
- Dismissed employees from any organization or having criminal record are not eligible for employment in FESCO.

  Only those candidates who have completed their requisite Qualification are eligible to apply. Candidates to whom final transcript, degree, domicile and other certificate have not been issued, as on last date of application, shall not be considered. Candidate awaiting their result are not eligible to
- Candidates shall be required to produce all original documents (along with NOC in case of in service candidates), at the time of interview for scruting before declaring eligibility.
- h) FESCO reserves the right to increase / decrease the number of posts or withhold / cancel the whole recruitment process at any stage without assigning any reason. Only short-listed candidates will be invited for interviews / selection process in the light of FESCO Recruitment Policy 2022 (available on FESCO
- Website). Mere passing of written test etc. does not qualify any candidate for employment. No TA / DA will be admissible for interview / selection process
- Concealment or mis-representation of facts at any stage will lead to disqualification of a candidate from the current recruitment and from all types of tests/exams to be conducted by the FESCO for recruitments in future. Matric Certificate, Domicile and other documents shall be verified from respective issuing authority. In case of bogus/fake submission of documents, the employment so offered shall be withdrawn abinitio and salarie: paid will be recovered.
- Selected candidates can be posted anywhere under the jurisdiction of FESCO as per requirement of the Company.

#### B. HOW TO APPLY:-

### The applications must be submitted as follows:

- In applications must be submitted as follows:a) Applicants are advised to apply directly on the NTS website (www.nts.org.pk).
  b) Neither by hand applications will be received at FESCO HQ nor at NTS HQ.
  c) Test fee of Rs.270- (Two Hundred and Seventy) shall be paid at 1Link 1Bill Participating Banks/ATM/Internet Banking/Mobile Banking/Easypaisa/Jazz Cash/TCS Express Counters on the electronic payment challan generated after online registration.
  d) The Online printed copy of the application form must be accompanied by legible attested copies of Degrees, Card/Certificate, CNIC, Domicile, a
- recent photograph and proof of payment of test fee/challan form (original).

  Candidates are advised not to change their Mobile Numbers, Postal and Email address during the recruitment process. In case of change in mobile
- number and address, the responsibilities of non-intimation of Test Date, Result, Interview Schedule Merit lists, etc. shall rest with the candidate Candidates are advised to check the websites of NTS & FESCO regularly for updated status on the recruitment process.
- g) Roll Number Slip shall be uploaded on the NTS website at least one week before the test date and candidates shall be informed through SMS as
- The candidates are advised to contact the NTS 051-8444441 OR email at query@nts.org.pk for any query/information related to the Written Test / Skill Test, display of the provisional and final list of candidates, Roll number slips, Test centers, Results, etc.

  The applications must reach to the Office of Project FESCO National Testing Service Pakistan Plot # 96, Street # 4, Sector H-8/1, Islamabad
- up to 03.01.2023 (Tuesday).
- The Online Application Portal shall be removed from the website at 11:59:59 p.m. on the closing date for the receipt of applications

Note: FESCO reserves the right to cancel, amend or add any term in the Advertisement at any stage.

This advertisement is also available at FESCO website: www.fesco.com.pk & PPRA website: www.ppra.org.pk





# NATIONAL ENDOWMENT SCHOLARSHIP FOR TALENT JOB OPPERTUNITIES

Public sector non-profit organization is out reaching and providing quality education opportunities to the deserving and talented students to help them fight the vicious circles of poverty and to manage sustainable living standards. NEST offers challenging opportunities to well qualified and suitable professional for the following position.

2	Chief Internal Auditor (CIA)
Requisite qualifications & experience	<ul> <li>A member of recognized body of professional accountants or a Certified Internal Auditor or a Certified Fraud Examiner or a Certified Internal Control Auditor or a person holding a Master's degree in Finance from a university recognized by the HEC</li> <li>Candidate must have at least 10 years of relevant audit experience. Candidates having experience of Non-profit organization will be preferred.</li> <li>Age limit (55) Years</li> </ul>
Responsibilities	<ul> <li>The Chief Internal Auditor, who is the head of the internal audit function in the Public Sector Company shall be accountable to the Audit Committee and have unrestricted access to the record</li> <li>To evaluate Accounting, Financial, Credit and other Operational activities as an independent appraisal function.</li> <li>To ensure effective management of the Financial Resources of the Company.</li> <li>To formulate Internal audit programs in such a way that all aspects of financial transactions are audited.</li> <li>To undertake special investigation at the directives of the Audit Committee / Board of Director</li> </ul>
Terms & Conditions	<ul> <li>Appointment shall be on contract basis for a period of 02 years expandable subject to satisfactory performance</li> <li>Salary as admissible in MP-III Scale</li> </ul>

Interested candidates fulfilling the requisite criteria of qualification and experience may apply within 15 days from the date of publication of this advertisement along with two passport size pictures, copy of CNIC, CV, all attested educational documents and experience certificate and two references. We are an equal opportunity employer, and females are encouraged to apply. Applications complete in all respects must reach at the address given below before **09 Jan 2023.**PID(I) 3780/2:

Manager HR & Admin, NEST Office, 3rd Floor Shalimar Plaza, Blue Area Islamabad.



# MANAGEMENT TRAINEE PROGRAM - 2023

National Logistics Cell (NLC) is transforming itself into a leading multimodal logistics & engineering enterprise of Pakistan with global outreach while pursuing exigent business opportunities to provide futuristic and comprehensive logistics & engineering solutions for the development of industry and business in Pakistan. Toward this end, NLC is looking for the following Trainees (Management Trainee Program 2023): -



# **Management Trainee Officer - MTO**

### Eligibility Criteria:

- Masters or MS degree in Human Resources, Supply Chain Management, Finance / ACCA / CMA from top universities / institutes preferably NUST, LUMS, IBA, QAU & ICMAP or from a reputable accredited foreign university with QS ranking less than 500.
- > CGPA should be more than 3.00.
- ▶ Maximum age upto 26 years as on 31 December 2022.

### Note

- ▶ NLC offers market competitive compensation as per qualification.
- Only shortlisted individuals will be called for test / interview for which No TA / DA will be admissible.
- Detailed procedure regarding submission of applications, job specifications and other terms & conditions of employment are available on our website i.e. https://nlc.com.pk.
- NLC reserves the right to withdraw / amend the acquiring process at any stage without assigning any reason.
- Last date of submission of applications is 01 January 2023.

### Procedure

Candidates applying for the positions should apply through our online portal i.e. <a href="https://nlc.com.pk/careers">https://nlc.com.pk/careers</a>

www.nlc.com.pk





## **Pakistan Reinsurance Company Limited**

# **Career Opportunities**

Applications are invited for following posts on market competitive salary in Pakistan Reinsurance Company Limited (PRCL) under the administrative control of Ministry of Commerce Government of Pakistan. Candidates possessing following Qualification & Experience and age limit may apply:

S.No.	Post	Qualification and Experience	Maximum Age
1.	HOD(Accounts)	a) Member of a recognized body of professional accountants with at 05 years managerial experience in fields of audit or accounting functions of a company; OR b) Masters or Bachelor's Degree (16 years of education) in finance from a university/institute recognized by the HEC, with at least 08 years managerial experience in fields of audit or accounting.  Preference will be given to candidate with insurance sector experience.	40 years
7.	Risk Management Officer	<ul> <li>a) Member of a recognized body of professional accountants management functions of a company; OR</li> <li>b) MBA (Finance)/Master's Degree in risk management from HEC recognized university/institute with at least 08 years experience in functions of a company.</li> </ul>	40 years
	Management Executive i. ERP Operations = 1 post	i. Masters or Bachelor's Degree (16 years of education) in computer sciences, software engineering or information technology from a university/institute recognized by HEC with at least 03 years' experience in ERP, software, development and database.	
	ii. Underwriting/Treaty = 2 posts	ii. Masters or Bachelor's Degree (16 years of education) in Insurance or Business Administration, Finance, Accounts, Mathematics, Statistics or equivalent from a university/institute recognized by HEC with at least 03 years' of experience in insurance; OR  ACII /ACCA/CA/CMA or equivalent with 2 years experience in insurance sector.	35 years
10.	iii. Finance = 1 posts	iii. Masters or Bachelor's Degree (16 years of education) in Business Administration with specialization in finance from a university/institute recognized by HEC with at least 03 years' of relevant experience. OR CMA/CA/ACCA or equivalent from a recognized body of professional accountants with at least 2 years of relevant experience.	33 years
	iv. Executive Secretary = 1 posts	iv. Masters or Bachelor's Degree (16 years of education) in Mass Communication or International Relations from a university/institute recognized by HEC with at least 02 years of experience in coordination, research or administration. Preference will be given to candidates having understanding of liaison duties, coordination, research, supervision, and maintenance of personal papers, preparation of briefs and noting/drafting etc.	
11.	Management Associate = 7 posts	Masters or Bachelor's Degree (16 years of education) in Business Administration, Commerce, Computer Sciences, Software Engineering, Information Technology, LLB, Accounts, Mathematics, Statistics or equivalent from a university/institute recognized by HEC; OR     DOMA/CA/ACCA from a recognized body of professional accountants or ACII or equivalent from chartered insurance institute UK.	33 years

#### IMPORTANT NOTES:

- 1. Pakistan Reinsurance Company Limited (PRCL) is an equal opportunity employer.
- 2. The appointment will be gratuity based (non-pensionable) on fulltime basis as per Monetized Salary Policy (MSP). The details of MSP cadre salary are available on PRCL's website.
- From Serial No. 1 to 5, Interested Applicants may apply within fifteen days from the publication of this advertisement as per prescribed application form available at <a href="https://www.pakre.org.pk">www.pakre.org.pk</a>, documents prescribed in application form should be sent to HOD (HR & Admin) at below mentioned address.
- 4. From Serial No. 6 to 11, interested applicants are advised to Download Application Form available on CTSP website www.ctsp.com.pk along with the prescribed test fee deposit slip from CTSP website and send the complete Application form along with 3 recent color photographs and a copy of your CNIC, local/domicile certificate, education and experience certificates to CTSP Head Office Plot #140, Street 9, Sector I-10/3, Industrial Area, Islamabad, within 15 days of publication of this advertisement.
- 5. Original documents along with HEC verified testimonials will be required at the time of interview.
- 6. The applicants working in public sector are required to provide NOC at the time of interview.
- 7. The candidate shall not be entitled for any TA/DA while appearing for the interview.
- 8. PRCL reserves the right to stop the recruitment process without assigning any reason.
- 9. Only shortlisted applicants will be invited for interview and Selection will be finalized as per the approved policy of PRCL.
- 10. Any efforts made to influence the recruitment and selection process will lead to disqualify the potential candidate, who may otherwise be qualified.
- 11. Incomplete / delayed applications/application received through email or those not submitted as per above instructions shall not be considered.

HOD (Admin & HR)

Pakistan Reinsurance Company Limited, 14th Floor PRC Towers 32-A Lalazar Drive M.T Khan Road, Karachi Ph: 021-99202908-14 Website: www.pakre.org.pk





# GOVERNMENT OF SINDH SINDH HIGHER EDUCATION COMMISSION



F-60/I, NEAR ABDULLAH SHAH GHAZI SHRINE, SHAHRAH-E-ATTAR, CLIFTON, BLOCK-4 KARACHI, PH: 021-99332669-71 info@sindhhec.gov.pk, www.sindhhec.gov.pk

## **JOB OPPORTUNITIES**

Applications are invited for the following positions from eligible candidates having domicile of Sindh Province, in Sindh Higher Education Commission, Government of Sindh for appointment as per rules / requirement of the posts, detailed as under:

Sr. #	Designation of the post	No. of Posts	CHIAITICATION EVNORIGACO X AGO
7	Deputy Director (Finance) BPS-18	1	<ul> <li>Chartered Accountant ICMA/ Master's degree (Finance /Accounting) in second division or equivalent from University / Institute recognized by HEC Islamabad.</li> <li>A minimum of 05 years of experience in BPS-17 and above or equivalent in the position of Financial matters in Higher Education Institution under Govt. / Semi Govt. / Autonomous bodies or reputable organization.</li> <li>Must be well versed with relevant software.</li> <li>Age: 30 to 40 years</li> </ul>
8	Deputy Director (Internal Audit) BPS-18	1	<ul> <li>Chartered Accountant ICMA/ Master's degree (Finance /Accounting) in second division or equivalent from University / Institute recognized by HEC Islamabad.</li> <li>A minimum of 05 years of experience in BPS-17 and above or equivalent in the position of Audit matters in Higher Education Institution under Govt. / Semi Govt. / Autonomous bodies or reputable organization.</li> <li>Must be well versed with relevant software.</li> <li>Age: 30 to 40 years</li> </ul>

#### Instructions:

- i) Interested candidates who meet the above-mentioned minimum eligibility criteria may apply for the respective job along with bio-data, qualification, experience certificate, postal address and contact detail, CNIC, Domicile/PRC, copies of all degrees / documents required.
- ii) Age relaxation is applicable subject to allow by the Government of Sindh.
- iii) Pay order / demand draft amounting to Rs. 1500/- in favor of Sindh Higher Education Commission may be enclosed with the application or Rs. 1500/- may be deposited in Sindh Bank Clifton Branch Account No. PK83SIND0003021577421000 Account Title Sindh Higher Education Commission and copy of deposit slip may be enclosed with application, the post applied for and name of candidate should be clearly mentioned on slip for written test fee.
- iv) The women quota, differently abled person quota and minority quota will be observed as per instructions of Government of Sindh.
- v) The Selected candidates will be posted at the office of Sindh Higher Education Commission located at Karachi.
- vi) Those already in government service are required to apply through proper channel.
- vii) Sindh HEC reserves the right to withdraw the above posts, if justifiable reasons arise.
- viii) Canvassing in any form or manner shall disqualify the candidate(s).
- ix) The applications may be submitted within fifteen days of Advertisement.
- x) No TA/ DA is admissible to the candidates who appear in the written test/interview.

ASSISTANT DIRECTOR (ADMIN/HRM)
SINDH HIGHER EDUCATION COMMISSION
GOVERNMENT OF SINDH

INF-KRY: 4725/22

بوهندي سنڌ ته ..... وڌندي سنڌ، پر ڪاسترهڙو .... پر ڪا سنده

Say No to Corruption WEAR MASK-SAVE LIFE

امك كا محرد روا بطاكر - امك كا كر كوزارين ماسك با يورازلدكي ووابو - ماسك بايو- معفوظ وهو





## MIR CHAKAR KHAN RIND UNIVERSITY OF TECHNOLOGY DERA GHAZI KHAN

# SITUATION VACANT

Applications are invited from qualified individuals Domicile in the Province of Punjab who are dynamic and competent professionals in relevant field for Mir Chakar Khan Rind University of Technology, Dera Ghazi Khan against the following posts on contract basis for a term of three years as per Mir Chakar Khan Rind University of Technology, Dera Ghazi Khan Act-2019:

Sr. No	Name of the Post	BPS	No. of Posts	Qualification / Experience as per MCUT, D.G.Khan Statutes
2	Treasurer Age Limit: 40-50 Years	20	01	<ol> <li>Ph.D. in Finance or Commerce or Accounting or Auditing or Economics from an institute or a University recognized by the Higher Education Commission; and</li> <li>Eight years post qualification teaching or administrative or Professional experience in a public or private institute or University recognized by the Higher Education Commission or public sector organization.</li></ol>

#### How to Apply:

The candidates have to submit 02 sets of applications bearing attested copies of degree certificates, one photograph for each set and an original Bank Challan/Deposit slip paid in Mir Chakar Khan Rind University of Technology, Dera Ghazi Khan Account No.0106792785101 (Habib Bank Limited, Main Branch, Dera Ghazi Khan) of amounting to Rs.3000/- for above mentioned posts.
 Prescribed application form can be download from Mir Chakar Khan Rind University of Technology,

Dera Ghazi Khan website (<a href="https://www.mcut.edu.pk">https://www.mcut.edu.pk</a>).

iii. Registrar, Treasurer and Controller of Examinations shall be entitled to such perks and privileges as entitled to Government Servants in the corresponding scale of pay.

iv. Age relaxation, for appointment by initial recruitment, shall be admissible as per policy of the Government.

 v. No TA/DA will be given to the candidates called for test / interview.
 vi. Applications will be received only through Registered Mail/Courier. By hand applications will not be accepted.

- vii. Persons already employed in any Government or other organizations should submit their applications through proper channel. Advance copies may, however, be sent to save time. The requisite No Objection Certificate from present employer must reach in the Office of the Registrar before or on last date for receipt of applications or on the date of interview, failing which such candidate will not allowed to appear for interview.
- viii. All Government Employees who intend to apply for any post through proper channel shall clarify through the Heads of their attached Departments that there is no pending enquiry/outstanding dues against them. Moreover, there is no adverse remarks in any of their Annual Confidential Reports. These conditions are necessary for grant of Departmental Permission Certificate/No Objection Certificate (N.O.C). The A.C.Rs grading for the last five years may also be recorded in the following letter
- Applicants are directed to clearly mention the name of the post applying for on the top right corner of the envelop, applicants will have to use different envelopes and have to pay separate application processing fee in case of applying for more than 01 posts.

  The University reserves the rights.

- Not to fill/withdraw any vacancy without assigning any reason thereof or consider a person for appointment in a lower cadre against the posts/advertised.
- To short list the candidates on the basis of academic qualifications/tests as may be prescribed by the University.

Last date for submission of applications: the applications complete in all respects must reach in office of the Registrar latest by 30<sup>th</sup> December, 2022 Incomplete/unsigned applications or application not on prescribed format or applications received after the due date will not be entertained even if received though posted before the last date.

#### IPL-13063

# REGISTRAR

Mir Chakar Khan Rind University of Technology 12-Km Sakhi Sarwar Road, Dera Ghazi Khan, www.mcut.edu.pk Phone# 0332-6211406 / 0333-6759924





# **National Disaster Risk Management Fund**

(A company set up under Section 42 of the Companies Act 2017)

Making Pakistan Resilient

# **VACANCY ANNOUNCEMENT**

National Disaster Risk Management Fund (NDRMF) is a government-owned not-for-profit company, established under Section 42 of the Companies Act 2017. It provides grant financing for projects that contribute to enhancing Pakistan's resilience to climatic and other natural hazards and to strengthen the government's ability to quickly respond to disasters triggered by natural hazards.

NDRMF requires the services of a vibrant & qualified professional for following Islamabad based position on performance based contract.

S.#	Position	Required Qualification & Experience		
1.	Chief Financial Officer (One Position)	The Chief Financial Officer should (i) be a qualified Chartered Accountant recognized by the Institute of Chartered Accountants of Pakistan or an equivalent degree from a recognized body of professional accountants (ii) have at least 10 years of relevant work experience with 5 years in senior management position in a corporate/public sector environment and (iii) have good understanding of financial management systems of public sector organizations and multilateral financial institutions.		

#### **TERMS AND CONDITIONS**

- (i) To apply for above positions the maximum Age is fifty-seven (57) years.
- (ii) Applicants MUST apply ONLINE using an Application Form, available at www.ndrmf.pk "Career Section" by entering the required credentials on the online application form and attaching scanned copies of their CV, CNIC, educational & experience certificates, latest by 31st December, 2022 before closing office hours i.e. 1700 hours. No need to send hardcopy of CV and documents.
- (iii) Incomplete applications and/or applications received after the closing date & time will not be entertained and no claim whatsoever thereof will be accepted.
- (iv) Age, Qualification and Experience etc. will be counted from the date of submission of applications. Part-time, honorary, apprentice and internee positions will not be considered/counted as experience.
- (v) All candidates must have Higher Education Commission/Professional Body Verified/Equivalent Qualifications. Foreign qualified candidates must submit equivalence certificate(s) from Higher Education Commission. A selected candidate shall be required to submit HEC/Professional Body Verified Degree(s) before entering into employment upon selection.
- (vi) Candidates shall be required to produce all original documents at the time of interview.
- (vii) Only shortedlisted candidates shall be called for test/interview after complete scrutiny of applications. No TA/DA shall be admissible for test/interview. A face to face interaction virtually through audio/video may be opted, therefore, applicants are requested to ensure that they have provided updated contact details.
- (viii) NDRMF offers competitive remuneration and benefits package. Actual appointment salary will be based on NDRMF's standards and computation, taking into account the selected individual's qualifications and experience.
- (ix) Candidates already in Government/Semi-Government Organization/Autonomous Bodies & Corporations should apply through proper channel with NOC of the respective department issued on its letterhead. Also, if such candidate gets selected, s/he shall be offered the position through contract agreement.
- (x) The applications submitted by a candidate will be at the risk and cost of the applicant. Any information is found bogus at any stage, during the induction or later in service, will result in termination of the candidature or employment thereof.
- (xi) The appointment will be made subject to fulfillment of all codal/legal/administrative formalities.
- (xii) We are an equal opportunity employer; female candidates are strongly encouraged to apply.
- (xiii) The company has the right to defer or cancel the recruitment process of any position(s), at any stage, without assigning any reason.
- (xiv) Employment at NDRMF shall be on whole time basis and the selected candidate shall not be allowed to directly or indirectly engage in any other business, occupation or profession of any kind.

#### **HEAD OF HUMAN RESOURCES**

National Disaster Risk Management Fund 05th Floor, EOBI House, Service Road South G-10 Mauve Area, Sector G-10/4, Islamabad Website: www.ndrmf.pk Tel: 051-9108300

PID(I) 3760/22